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| ROLE PROFILE | | | |
| Job title | Process Technologist | Date | 15.06.23 |
| Business | Bradgate Bakery | | |
| Department | Technical (Process) | | |
| Location | Leicester | | |
| ROLE SUMMARY | | | |
| As a Process Technologist, your primary role will be to follow the critical path and effectively launch NPD or EPD products safely, legally and to the agreed quality standard. | | | |
| REPORTING STRUCTURE | | | |
| Reports to | Senior Process Technologist | | |
| Direct & indirect reports | n/a | | |
| Key internal stakeholders | Process team, Production (Low Risk & High Care), Planning team, Technical team, NPD and Commercial teams | | |
| Key external stakeholders | Raw material suppliers. | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | |
| * Operate in line with critical path for NPD, ensuring all products are launched on time * Organise and carry out all bakery trials on new products ensuring that all aspects of the product are acceptable and can be manufactured cost effectively. * Ensure all microbiological, nutritional and organoleptic information are gathered through the trial process. * Ensure food safety, legality and quality standards are met for all new products * Provide guidance to all relevant departments when new products are developed * Ensure that all new procedures are implemented effectively. * Ensure all new raw materials are assessed appropriately and assessed against the current HACCP plan, raising any concerns * Ensure production paperwork (e.g., Assembly diagrams and QASs) are created and issued in a timely manner prior to launch. * Approval of artwork for packaging creation * Ad hoc projects as required | | | |
| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE | | | |
| * Degree in Food Science or equivalent is desirable. However, an understanding of food safety and basic food manufacturing processes is essential. * Excellent organisational skills and the ability to manage time well. * The ability to demonstrate effective problem-solving skills, showing evidence of resolving issues and applying effective solutions. * Good working knowledge of MS Office (Word, Excel, PowerPoint). * The ability and willingness to work flexibly within a 24/7 food manufacturing operation, working night shifts / early starts / evenings as required. | | | |
| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS | | | |
| **Competency** | **Descriptors** | | |
| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* | | |
| Customer Focus | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* | | |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism.* | | |
| Flexibility & Adaptability | *The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.* | | |
| Initiative & taking ownership | *Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism.* | | |
| Drive for Excellence | *Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.* | | |
| Resource Management | *Effectively manages resources and cost drivers to achieve sustainable productivity and profitability.* | | |
| Technical Expertise | *Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop.* | | |
| Self-Management | *Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities and resources can be managed to achieve goals.* | | |